



# REPORTING REQUIREMENTS

**INDEX CODE: 1607**  
**EFFECTIVE DATE: 12-01-13**

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**I. INCIDENT REPORT**

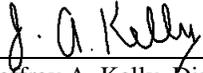
The following information must be included in the Incident Report:

- A. How, when, and where the suspect was located, and the reasonable suspicion that led to the suspect being detained.
- B. Who located and detained the suspect.
- C. Date, time, lighting conditions, weather (if significant), and the names of all agents present when the victim/witness observed the suspect for identification.
- D. Condition of the suspect at the time of the viewing, i.e., was he/she standing, sitting, handcuffed, not handcuffed, injured, bleeding, intoxicated, etc.
- E. Clothing that the suspect was wearing when the identification was made.
- F. Any statements made by the suspect(s), their willingness or unwillingness to return to the scene, and any statements relating to what they had been doing before they were detained.
- G. A brief description of where the victim/witness viewed the suspect. Was the victim/witness inside the police car, inside a business looking out through a window, or did the victim/witness view the suspect face to face? Who was with the victim/witness at the time of the viewing? What was the approximate distance from the victim/witness to the suspect during the viewing?
- H. Any statements made by the victim/witness during the viewing, whether or not identification was made.
- I. If identification is made, determine and record why the victim/witness is making the identification and what it is about the suspect that the victim/witness recognizes. This information enhances the case and should be noted by the investigating agent and included in the incident report.
- J. If there are multiple victims and witnesses, each should be instructed not to discuss the incident with the others while the investigation is being conducted. This avoids influencing anyone else's statement or identification of the suspect.

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- K. If a possible suspect is detained and viewed by the victim/witness, and identification is not made, the above steps and information are still to be included in the incident report. The possible suspect's information (name, DOB, etc) should still be included also.
  - L. In every instance when a Field Enforcement Division (FED) case number is generated an Investigative Report and Report Narrative, hereafter referred to as IR, must be prepared and submitted by the case agent or inspector. Every completed IR must be stored electronically on the I Drive file for FED within the case agent or inspectors folder named with the FED case number followed by the primary suspect's "last name, first name."
  - M. This information must be reported to the State's Attorney's Office before trial to give the defense time to view the evidence.
- II. CANCELLATION:** None. This is a new issue as of 11/01/07.

  
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Jeffrey A. Kelly, Director